

Background

Although the Dean has the primary responsibility for selecting the department head/chair, the head/chair represents the department in many capacities and, as a result, members of the department also play an important role in the search for a new head/chair. It is important that the search committee act as an independent body. To clearly codify this independence we suggest that policy 1.5040 *Appointment, and Reassignment of Department Heads/Chairs* include text that establishes clear input from the Dean and the department in choosing the search committee chair. Additionally, we suggest that some guidance is created for the selection of temporary department heads/chairs. The temporary appointees should be tenured faculty.

The sections of the policy with the suggested changes are in the following text with new text in bold and stricken text having a line through it.

5. If an external search is conducted, the department will select a representative search committee with the concurrence of the Dean. The membership of the search committee will be established in accordance with the university's established policy for position searches. **The committee chair shall be appointed by the Dean. When possible, the committee chair should have experience or currently be a department head. Following establishment of the search committee and appointment of the search committee head, the hiring official shall have no input in the search committee deliberations until such point as the committee findings are presented.** The committee shall establish procedures that provide for participation in the process by the faculty of that department and other appropriate groups, and shall solicit the input of the faculty with professorial rank of that department in a secret ballot, indicating the acceptability of each candidate interviewed. Findings of the committee are transmitted in writing to the Dean for consideration. The Dean will then, in consultation with the Provost, make an appointment.

6. ~~Except in unusual circumstances, a department head/chair should hold tenure in the department.~~ **The department head/chair should hold tenure and, except in unusual circumstances, tenure should be held in the department.**

D. Incapacity and Temporary Appointment

In the event of unexpected vacancies caused by untimely resignation, illness, death, or other causes, the Dean will appoint an individual on an acting or interim status. **The acting or interim department head/chair should hold tenure and, except in unusual circumstances, tenure should be held in the department.** Normally, such an appointment will not exceed one academic year. The Dean will consult with the department faculty and other appropriate individuals in determining whom to appoint.